

**DURHAM SELECT BOARD
REGULAR MEETING
MINUTES
NOVEMBER 10, 2020**

1. Call to Order:

Members present via Zoom: Rob Pontau, Vice Chair; Todd Beaulieu; Marc Farrin; and Richard George

2. Amendments to the Agenda: None

3. Public Comment: None

4. Action/Discussion:

a) PSAP Dispatch Contract:

Rob Pontau Moves to approve the PSAP Dispatch as presented, and to approve Chief Joseph Moore to sign the contract. Todd Beaulieu Seconds. Motion Carries 4-0.

b) Budget Schedule for 2021: No action taken.

c) Election 2020 Results: Tabled until date TBA.

5. Department/Committee Reports:

a) Road Commissioner Calvin Beaumier presents his report (see attached).

Rob Pontau Moves to approve a one (1)-year contract for Dugas and to authorize the Road Commissioner to sign the contract. Todd Beaulieu Seconds. Motion Carries 4-0.

Rob Pontau Moves to authorize Road Commissioner Calvin Beaumier to apply for DEP culvert grant funds for both Swamp Road and Quaker Meetinghouse Road. Marc Farrin Seconds. Motion Carries 4-0.

b) Fire Chief Joseph Moore presents his report (see attached).

Rich George Moves to authorize Chief Joseph Moore to apply for the Forestry Service and FEMA grants. Todd Beaulieu Seconds. Motion Carries 4-0.

c) Town Administrator Ruth Glaeser presents her report (see attached).

6. Consent Agenda:

Rob Pontau Moves to approve the Consent Agenda as presented. Rich George Seconds. Motion Carries 4-0.

7. Select Vice Chair's Comments:

Vice Chair Rob Pontau announces that the next regular meetings of the Durham Select Board will be held at 6:30 p.m. on Tuesday, November 24, and Tuesday, December 8, via Zoom.

8. Adjourn:

Richard George Moves to Adjourn at approximately 7:28 p.m. Todd Beaulieu Seconds. Motion Carries 4-0.

Respectfully submitted,
Kathy Dion
Meetings Secretary



Town of Durham

**1099 Royalsborough Road
Durham, Maine 04222**

Tel.: (207) 353-3281

**Road Commissioner
Calvin Beaumier
Cell Phone (207) 844-1774**

Durham Public Works Department Head Report 11-10-2020

- We have completed ditching and culvert replacements on Evergreen Lane.
- We have moved the equipment to Beaver Woods Road and started locating and marking property pins.
- We have been paving in driveway aprons in various driveways where we have replaced culverts over the summer.
- We assisted in the setting up and taking down of the voting equipment for the election.
- Crews continue to clean up leaves and acorns at the Town properties.
- Crooker has paved the Deerevale neighborhood and will likely finish up on Rangdale today to complete the annual maintenance paving.
- Winter sand bids were received as advertised and the only bidder was Scott Dugas Excavation with a price of \$8.00 per yard and Country Fair Excavation in Bowdoinham at \$10.00 per yard. Dugas is one dollar per yard more than we paid them last year. We plan to haul sand next week. I hand delivered bid packages to pit owners in Durham including Copp Excavation, Scott Dugas Excavation, Blackstone Excavation, and Bells Farm in addition to posting on MMA website.
- Our new wheeler was sent to Viking Cives last week and they plan to have it completed and ready for service by the second week of December.



DURHAM FIRE & RESCUE

Chief's Report on Department

Durham Select Board

11/10/20

Report Date: 11/07/20

General Overview:

- The department is currently functioning well with many discussions and projects underway.

Departmental Changes/Major Projects:

- **DFR COVID-19 Response and Preparedness** – We continue to monitor the situation locally and state wide. We continue to follow current Maine EMS guidelines for all responses and department operations. The fire station remains closed to the public. With the recent increase in statewide cases, I have implemented mandatory mask use in the station when more than four members are present. I have purchased reusable masks for the members to use when in quarters so as not to deplete our emergency response PPE supply. We will continue to review all available material, and reinstitute stricter measures as needed.
- **Grant Opportunities** – I have been working on two different grant opportunities.
 - First is the annual Forestry Service Grant. This grant is a 50/50 matching grant, meaning that for every dollar of grant money, the town commits one dollar. My intended grant request is \$1500.00 from the Maine Forest Service. That, obviously, requires a matching agreement from the town. This purchase will be for new radios for the department.
 - The second one is a FEMA Grant specifically for volunteer fire departments to purchase and replenish funds expended for PPE during the pandemic. It is a 5% matching grant and I am requesting \$8,000. This would require a \$400 match from the town. This would recover the at least \$2500 we have expended so far this year as well as give us funds for at least the next two years of purchases.
 - I will need a vote from the board to commit to these grants before I complete the applications.
- **Call Volume** – We continue to be far ahead of last year, currently 24 calls ahead of last year. We have been managing multiple calls per day and I again feel the need to recognize our members giving so much to their community.
- **2021 Budget Prep** – Continuing to work on it. Due to calls and other matters, I was unable to complete it this week. Please see “Discussion Topics”.



DURHAM FIRE & RESCUE

- Staffing and Training – We have seen some improvement in our membership and we will be able to send four members to the Fire Fighter 1&2 program starting in January. We are entering into an agreement with Tri-County Fire Training to host the program here. This will allow us to have one member attend for free. This is a great relationship for us, providing not only excellent training for our new members but involvement by our more experienced members to help training, keeping their skills sharp as well.

Apparatus:

- Truck 24 Repair – Truck 24 will go out of service for a short period next week to repair the door that was damaged in September.

Discussion Topics:

- 2020 Current Budget/2021 Needs – Looking at our current budget, I believe we will have a surplus again this year despite the increase in calls. This is a result of nearly four months of no trainings or meetings with a significant limitation on members involved on calls. Given the fact that we are looking at some sort of significant financial impact in the coming year, along with the need to replace our aging and soon obsolete breathing apparatus, I am proposing the following plan:
 - Given the likely surplus that will exist at the end of this year, I am recommending that we use the total amount to purchase as many new Self Contained Breathing Apparatus units as possible this year, no earlier than December 21st, 2020. This will allow us to start the replacement process now. I have submitted for 10 SCBA to be replaced via the CIP next year. We would then purchase the rest of the packs needed in 2022 via the CIP. This will keep us compliant while not exhausting on hand capital funds. This circumstance will be avoided in the future as we have developed a regular replacement plan to be implemented after 2022 within the budget/CIP process. I am requesting approval from the board tonight.
- Paid Leave Requirement Beginning 01/01/21 – I have received information regarding a new state law that would require us to fund paid leave for part time and per diem positions. This has the potential to impact our labor line moving forward and I was not able to completely review all of this to see how it applies to the current expenditures. I will be researching this and providing more information to you as soon as I have it.
- Equipment/Service Evaluation RFP- Please see attached update of RFP. Due to multiple matters, I was unable to forward this earlier.

Respectfully Submitted,
Joseph C. Moore, Chief of Department

Town Administrator Report

November 10, 2020

Agenda Items:

I am enclosing the dispatch and PSAP contract sent to us from Androscoggin.

On election day, the Town approved the Manager form of government for Durham. How does the Board wish to proceed with this endeavor and who will be responsible for the various steps?

I have added a new item to the agenda. I have named it "Selectmen Requests". The intent is for the selectmen to request items be added to the next or future agendas.

Office:

After all the planning the election party is over. I would like to commend Becky and all those who helped with the election. It was very well planned and executed despite being the busiest and most complicated election in Durham. The Town saw record numbers of absentee ballots and extremely high voter participation overall. There was a line in the morning before we opened at 7:00am until about 8:30am. The rest of the day was constant but not crowded. We would also like to thank the Public Works Department for their help setting up and breaking down the polling place.